



CAIT

Center for Advanced Infrastructure & Transportation
Rutgers, The State University of New Jersey

QUARTERLY PROGRESS REPORT

Project Title:	New Jersey State LTAP Technology Transfer Center (FHWA) 2008		
RFP NUMBER:		NJDOT RESEARCH PROJECT MANAGER: W. Lad Szalaj	
TASK ORDER NUMBER: 223 / 4-23049		PRINCIPAL INVESTIGATOR: Dr. Ali Maher	
Project Starting Date: 01/01/2008 Original Project Ending Date: 12/31/2008		Period Covered: 3rd Quarter 2008	

Task #	Task	% of Total	Fixed Budget	% of Task this quarter	Cost this quarter	% of Task to date	Total cost to date
1	Mobilization		\$ -	0.00%	\$ -	0.00%	\$ -
2	Maintain Contact Lists	3.18%	\$ 6,828	25.00%	\$ 1,707	75.00%	\$ 5,121
3	Publish Newsletter	8.74%	\$ 18,791	25.00%	\$ 4,698	75.00%	\$ 14,093
4	Distribute Technology Transfer Materials	3.75%	\$ 8,064	15.00%	\$ 1,210	75.00%	\$ 6,048
5	Provide Information Service	16.00%	\$ 34,414	25.00%	\$ 8,604	75.00%	\$ 25,811
6	Provide Training Courses	53.45%	\$ 114,918	10.00%	\$ 11,492	75.00%	\$ 86,189
7	Evaluate Effectiveness of Program	5.81%	\$ 12,481	25.00%	\$ 3,120	75.00%	\$ 9,361
8	Special Projects	9.07%	\$ 19,504	10.00%	\$ 1,950	60.00%	\$ 11,702
9		0.00%		0.00%	\$ -	0.00%	\$ -
10		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
11		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
12		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
13		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
14		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
15		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
16		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
17		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
18		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
19		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
20		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
	TOTAL	100.00%	\$ 215,000		\$ 32,781		\$ 158,325

Blue text is entered once at the beginning of the project

Green text is updated ever quarter

Black text is automatically updated or static



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Project Objectives:

The New Jersey Local Technical Assistance Program (LTAP) has a mission to become an information clearinghouse to foster a safe, efficient, environmentally sound transportation system by improving the skills and knowledge of the transportation industry through technology transfer activities, such as training, technical assistance and dissemination of resources.

The objectives of this project are to continue to diversify and expand the customer base, deliver quality customer service, communicate the program values to partners and clients, and enhance the technology transfer network, through the activities of the New Jersey Local Technical Assistance Program (LTAP).

Project Abstract:

The New Jersey Local Technical Assistance Program (LTAP) will continue to maintain mailing lists, publish a monthly newsletter, provide technical assistance, provide training, and evaluate the effectiveness of the program on an ongoing basis throughout the project.

The technology transfer services of LTAP have been expanded to support the transportation industry through the promotion of best practices, new research, products, and proven technologies that are applicable to New Jersey roadways.

Center Name: New Jersey LTAP

Reporting Period: July 1, 2008 to September 30, 2008

Program Dashboard

Total number of training sessions:	<u>28</u>
Total number of participants:	<u>316</u>
Total number of participant hours:	<u>5,271</u>
Total newsletter circulation:	<u>11,529</u>
Total number of LTAP/TTAP FTEs:	<u>2.5</u>



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Training Data

Safety

The Safety metric is divided into 2 categories: Highway Safety and Worker/Workplace Safety. Count the training your center conducted or had responsibility for conducting, such as training co-sponsored with a partner.

Worker/Workplace Safety

Session Name	Session Length [hours]	Total # of Sessions	Total # of participants					Total # of Participants	Total Participant Hours
			Local	Tribal	State	Federal	Other		
Pipe Operations Safety	6	1	50					50	300
TOTAL	6	1	50					50	300

Highway Safety

Session Name	Session Length [hours]	Total # of Sessions	Total # of participants					Total # of Participants	Total Participant Hours
			Local	Tribal	State	Federal	Other		
Work Zone Safety Awareness Program	6	1	10		2		13	25	150
Traffic Control Coordinator Program	32	1					7	7	224
Proposed Changes to the MUTCD	2	1	15		5		45	65	130
MUTCD Update for Public Works	3	1	20					20	60
TOTAL	43	4	45		7		65	117	564



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Infrastructure Management

Session Name	Session Length [hours]	Total # of Sessions	Total # of participants					Total # of Participants	Total Participant Hours
			Local	Tribal	State	Federal	Other		
Bridge Maintenance for Locals	6	1	49			1		50	300
Electrical Signal Design	12	2	57			1		58	696
TOTAL	18	2	106			2		108	996

Workforce Development

Session Name	Session Length [hours]	Total # of Sessions	Total # of participants					Total # of Participants	Total Participant Hours
			Local	Tribal	State	Federal	Other		
Employee Performance and Discipline	3	1	17					17	51
National Summer Transportation Institute	7	20					24	24	3,360
TOTAL	10	21	17				24	41	3,411

Newsletter / Published Resources Data

Circulation

Name of Newsletter	Circulation				
	Local	Tribal	State	Federal	Other
Just the CAIT LTAP FAX	2,019	8	923	161	732



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Number of Articles per Focus Area

Newsletter Issue	Safety			Workforce Development	Infrastructure Management
	Highway	Worker	Work Zone		
Volume 10, Number 6	1			4	4
Volume 10, Number 7	3			1	2
Volume 10, Number 8	1	2	1	2	2

Materials Distribution Data

Material Types	Safety			Workforce Development	Infrastructure Management
	Highway	Worker	Work Zone		
Publications	125	50	185	65	58
CDs					
Videotapes					
DVDs					
Downloads					
Others [insert]					
TOTAL:	125	50	135	65	58

Technical Assistance Data

Estimate the total percentage of time spent by your Center staff providing technical assistance during the past quarter: **30%**

Activities Related to Program Stakeholders

100 BRETT RD. PISCATAWAY NJ 08854-8058
TEL: 732-445-0579 FAX: 732-445-3325



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Organization	Activities					
	# of times center distributed information for this organization (mail, e-mail, fax, etc.)	# of joint training sessions	# of joint conferences	# of joint special programs	# of articles reprinted in LTAP/TTAP newsletters from this organization	# of center staff participating in national program efforts
National Stakeholders						
FHWA (HQ, Resource Center)	5			1	3	2
AASHTO					1	
NACE						
APWA	5				5	2
TRB						1
Salt Institute						
State/Local Stakeholders						
FHWA Division						2
State DOT/govt	1			1		3
AASHTO Chapter						
NACE Chapter						1
APWA Chapter	5	2	1			2
ITE	2	2				2
Other Stakeholders						
NJ Society of Municipal Engineers						1
NJ Div of Highway Traffic Safety		2				2
NJ Asphalt Pavement Assoc.	1					1
NJ WZS Partnership	2					2



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1. Progress this quarter by task, with specific deliverables:

A. Maintain Contact Lists

- The email list was updated for current New Jersey Mayors.

Revisions/Deletions

Mayors Added to Email List by Invitation

Ongoing

August 2008

B. Publish Newsletter

- 3,843 individuals received each issue of the newsletter. Three issues of the newsletter were produced during this quarter. Electronic distribution of the newsletter occurred via e-mail.

Volume 10, Number 7

July 2008

Volume 10, Number 8

August 2008

Volume 10, Number 9

September 2008

C. Distribute Technology Transfer Materials

- 483 technical materials were distributed this quarter.

NJDOT Work Zone Safety Setup Guide

July-September 2008

Maintenance of Signs and Sign Supports for Local Roads & Streets

August 2008

New MUTCD Retro-reflectivity Requirements

September 2008

D. Provide an Information Service

Technical Assistance

Ongoing

GPRI Conference Planning Meeting

July 1, 2008

NLTAPA Executive Committee Meeting

July 7, 2008

National LTAP Conference

July 13-17, 2008

NJ Work Zone Safety Partnership Meeting

July 24, 2008

NJSTI Banquet

August 1, 2008

APWA NJ Executive Committee

August 6, 2008

Roadway Management Conference Planning Meeting

August 6, 2008

Pavement Management Systems Meeting w/NJDOT

August 15, 2008

NLTAPA Executive Committee Meeting

August 18, 2008

RSA Project Interview with FHWA

August 19, 2008

Alternative Fuels Roundtable

August 20, 2008

Rubber Asphalt Conference Planning Meeting

August 20, 2008



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Northern Engineers Meeting	September 4, 2008
Rutgers Paving Conference Planning Meeting	September 4, 2008
TRB Tech Transfer Committee Mid-Year Meeting	
NLTAPA Executive Committee Meeting	September 9-10, 2008
APWA NJ Executive Committee	September 17, 2008
NJ Work Zone Safety Partnership Meeting	September 18, 2008
RSA Peer Group Network Meeting	September 25, 2008

E. Training

National Summer Transportation Institute	July 7- Aug. 1, 2008
Employee Performance and Discipline	July 17, 2008
Electrical Signal Design	July 31-Aug. 1, 2008
Traffic Control Coordinator Program	August 5-9, 2008
Work Zone Safety Awareness Program	September 9, 2008
Bridge Maintenance for Locals Workshop	September 16, 2008
Proposed Changes to the MUTCD	September 16, 2008
Electrical Signal Design	September 17-18, 2008
MUTCD Update for Public Works	September 18, 2008
Pipe Operations Safety	September 24, 2008

F. Evaluate the Effectiveness of the Program

Course Evaluations	Ongoing
July – September 2008 Quarterly Report	September 2008

G. Special Projects

Interviews with NJDOT Research Customers	July-September 2008
Draft of 2004 and 2005 Implementation Study	September 2008

2. Proposed activities for next quarter by task:

A. Maintain Contact Lists

- The mail list will be continually be updated on an as needed basis.



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B. Publish Newsletter

- The NJ LTAP newsletter will remain on a monthly publishing schedule.

C. Distribute Technology Transfer Materials

- Technology transfer materials will be distributed during training programs, and by request. The lending library is always available.

D. Provide Information Service

- Technical assistance will be provided in response to any inquiries made via telephone, fax, or e-mail.
- NJ LTAP staff will attend the League of Municipalities Conference November in Atlantic City, NJ.
- NJLTAP staff will coordinate the 2008 NJDOT Research Showcase.
- NJ LTAP staff will attend the 4th Annual New Jersey Safety Forum in December at Brookdale Community College.
- NJ LTAP staff will continue to serve as Representative of Region One to the National LTAP Association, as Chair of the Association's Internal Communications Workgroup, and on the NLTAPA Clearinghouse Committee and Professional Development Workgroup.
- NJ LTAP staff will continue to serve on various committees of professional organizations.

E. Provide Training Courses

- Training programs are scheduled for the next quarter in the following areas:

Traffic Control Coordinator Program
Work Zone Safety Awareness Program
Road Scholar One Program
Road Scholar Two Program
Traffic Engineering
Transportation/Infrastructure Seminars



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F. Evaluate Effectiveness of Program

- Evaluations will continue to be distributed at each program.
- A Stakeholder Committee meeting will be held in October 2008.
- A Steering Committee meeting will be held every other month and/or on an as-needed basis to review program activities and initiatives, as well as to set long-term goals.

G. Special Projects

- Final Report of 2004 and 2005 Implementation Study results

4. Progress on Implementation and Training Activities:

All of the activities of this technology transfer project, and their implementation dates are included above.

5. Problems/Proposed Solutions:

Year 1 Budget	\$215,000
Years 1 & 2 Cumulative Budget	
Years 1, 2 & 3 Cumulative Budget	
Total Project Budget	\$215,000
Modified Contract Amount:	\$
Total Project Expenditure to date	\$158,325
% of Total Project Budget Expended	73.64%

NJDOT Research Project Manager Concurrence: _____ Date: _____



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TASK ORDER NUMBER: TO 223 4-20725		PRINCIPAL INVESTIGATOR: Dr. Ali Maher	
Project Starting Date: 01/01/2008 Original Project Ending Date: 12/31/2008 Modified Completion Date:		Period Covered: 3rd Quarter 2008	

Task #	Task	% of Total	Fixed Budget	% of Task this quarter	Cost this quarter	% of Task to date	Total cost to date
1	Mobilization	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
2	Literature Search	0.00%		0.00%	\$ -	0.00%	\$ -
3	Maintain Contact Lists	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
4	Publish Newsletter	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
5	Distribute Technology Transfer Materials	0.84%	\$ 504	0.00%	\$ -	0.00%	\$ -
6	Provide Information Service	31.77%	\$ 19,062	25.00%	\$ 4,766	75.00%	\$ 14,297
7	Provide Training Courses	33.04%	\$ 19,827	10.00%	\$ 1,983	60.00%	\$ 11,896
8	Evaluate the Effectiveness of Program	1.19%	\$ 712	25.00%	\$ 178	75.00%	\$ 534
9	Special Projects	33.16%	\$ 19,895	5.00%	\$ 995	85.00%	\$ 16,911
10		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
11		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
12		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
13		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
14		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
15		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
16		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
17		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
18		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
19		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
20		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
	TOTAL	100.00%	\$ 60,000		\$ 7,922		\$ 43,638

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Worker/Workplace Safety

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Pipe Operations Safety	6	1	50					50	300
TOTAL	6	1	50					50	300

Highway Safety

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Work Zone Safety Awareness Program	6	1	10		2		13	25	150
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Electrical Signal Design	12	2	57			1		58	696
TOTAL	18	2	106			2		108	996

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Newsletter / Published Resources Data

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Number of Articles per Focus Area

Newsletter Issue	Safety			Workforce Development	Infrastructure Management
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Materials Distribution Data

Material Types	Safety			Workforce Development	Infrastructure Management
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Activities Related to Program Stakeholders

Organization	Activities					
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National Stakeholders						
FHWA (HQ, Resource Center)	5			1	3	2
AASHTO					1	
NACE						
APWA	5				5	2
TRB						1
Salt Institute						
State/Local Stakeholders						
FHWA Division						2
State DOT/govt	1			1		3
AASHTO Chapter						
NACE Chapter						1
APWA Chapter	5	2	1			2
ITE	2	2				2
Other Stakeholders						
NJ Society of Municipal Engineers						1
NJ Div of Highway Traffic Safety		2				2
NJ Asphalt Pavement Assoc.	1					1
NJ WZS Partnership	2					2



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August 2008

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Volume 10, Number 7

Volume 10, Number 8

Volume 10, Number 9

July 2008

August 2008

September 2008

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NJDOT Work Zone Safety Setup Guide

Maintenance of Signs and Sign Supports for Local Roads & Streets

New MUTCD Retro-reflectivity Requirements

July-September 2008

August 2008

September 2008

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RSA Project Interview with FHWA

Alternative Fuels Roundtable

July 1, 2008

July 7, 2008

July 13-17, 2008

July 24, 2008

August 1, 2008

August 6, 2008

August 6, 2008

August 15, 2008

August 18, 2008

August 19, 2008

August 20, 2008



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July – September 2008 Quarterly Report	September 2008

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G. Special Projects

- Final Report of 2004 and 2005 Implementation Study results

4. Progress on Implementation and Training Activities:

All of the activities of this technology transfer project, and their implementation dates are included above.

5. Problems/Proposed Solutions:

Year 1 Budget	\$60,000
Years 1 & 2 Cumulative Budget	
Years 1, 2 & 3 Cumulative Budget	
Total Project Budget	\$60,000
Modified Contract Amount:	\$
Total Project Expenditure to date	\$43,638
% of Total Project Budget Expended	72.73%

NJDOT Research Project Manager Concurrence: _____ Date: _____